

Committee Structure & Terms of Reference

Management Committee

Officers of the Club
 Chairman
 Treasurer
 Secretary
 Director of Rugby
 Marketing & Media Manager
 Junior Chairman

Volunteer Coordinator
 Club Welfare Officer
 Team Managers
 Match Day Managers
 Social Chair
 Coaches
 Kit Manager
 General Committee



Admin

Meetings
 Correspondence
 Memberships
 Players Registrations
 Partnering
 Safety
 Welfare
 Equality

Rugby – Open Age

Recruitment
 Coaching
 Equipment
 Selection Policies
 Match Day Management
 Transport
 Pitches / Facilities

Rugby – Junior

Structure / Junior Teams
 Partner Clubs / Grounds
 Competitions
 Coaching
 Equipment
 Match Day Management
 School Links

Finance

Accounting
 Sponsorship
 Membership Subs
 Funding Sources
 Insurance
 Equipment

Volunteers

Recruitment
 Roles
 Reward & Recognition
 Training

Marketing & Media

Web Site
 Media Relations
 Community Relations
 Sponsorship
 Recruitment
 RFL Initiatives
 Charity Links

Social

Regular Events
 Awards Evening

Club Chairman

Responsible for the ultimate achievement of the strategic ambitions of the club as well as the overall management of its operational activities:

- Chair meetings and act as senior club officer throughout the year, by making decisions whenever the need arises, in consultation with other club officers when appropriate.
- Attend meetings in a neutral and uncommitted capacity and enable the group to have a meaningful discussion with a neutral person in the chair.
- Provide direction for the club by effective leadership and management.
- Monitor and evaluate the progress of agreed actions – both short term and strategic.
- Ensure that succession and forward planning are integral and ongoing in the club.
- Constitute and resource any special working groups and ensure that their activities are reported to the Executive.
- Manage other Club Officers to ensure the delivery of their responsibilities.
- Ensure that the Club structure and responsibilities are transparent and available to the membership.
- The Chairman must work in close liaison with the Executive Committee, Club Secretary and Chairman.
- The Chairman must also set the agenda for meetings and ensure it is in line with the club, Branch and IRFU policies.
- Act as a mediator in the event that disagreements arise between particular sub committees or sections.
- Ensure that the safety statement is reviewed regularly and its operation monitored.

Secretary

Manages, processes and maintains a record of all incoming and outgoing correspondence and club documents. In addition, records the deliberations and decisions of the club committee.

- Manage and ensure action on club correspondence including legal and insurance matters
- Maintain records of all members and former members of the club
- Provide such club details as required by the RFL
- Ensure all relevant forms and publications are with the responsible officers
- Organise AGM and committee meetings (with direction from the Chairman)
- Produce minutes of AGM and committee meetings
- Act as the Club Disciplinary Secretary

Treasurer

Chief financial manager of the club – maintains the integrity and accurate recording of the club's financial position:

- Responsible for the management of the club finances in accordance with the decisions of the management committee.
- Recommend action on financial matters to the committee.
- Collect subscriptions and all money due to the club.
- Pay bills on behalf of club and record the information.
- Keep up to date records of all financial transactions.
- Ensure all cash and cheques are promptly lodged to club's account(s).
- Ensure funds are spent properly.
- Report regularly to the committee on the financial position of the club.
- Prepare and present accounts for the end-of-year financial report and audit.
- Financial planning including producing an annual budget and monitoring it throughout the year.
- To help prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and tax returns).
- Ensure club pays all affiliation and competition fees.

Director of Rugby

Responsible for the recruitment, development and management of players and coaches at the Club and will be proactive in developing the standard of rugby:

- Develop and implement a coordinated coaching programme throughout all sections of the Club.
- Provide the day-to-day interface of the partnership with any professional clubs
- Liaise with the Club coaches, players committee and team captains on matters such as playing facilities, equipment, playing gear, etc
- To ensure the selection procedure is implemented fairly and effectively
- Take responsibility for the recruitment and retention of players, coaches, and team management
- Provide succession planning to ensure that qualified coaches are appointed to all teams and receive the appropriate training required by attending designated coaching courses.
- To represent the Club's policies as they affect playing members.
- Report to the Management Committee on rugby matters and make recommendations on improvements / initiatives that need to be implemented.
- Set behavioural standard policies for all teams and members at the start of the season.
- Be aware of all administrative procedures regarding player registration and eligibility.
- To agree a budget for the playing side of the club with the Treasurer and Chairman on an annual basis

Coaches

In conjunction with the committee, coaching team and support staff, design an appropriate coaching plan to enable selection, training, and preparation of a squad:

- Selecting and preparing the team for matches.
- Planning and preparing for training sessions and activities.
- Ensuring all players get equal opportunity to take part in all club/team activities.
- Setting the right example for players on and off the field.
- Educating players in the ethos of rugby and the values of being a true sportsman.
- Be fair in the treatment of all players at all times.
- Conforming to all club and/or RFL policies on young children in sport.
- Attending coaching courses.
- Ensuring all activities are safe and supervised at all times with medical kits immediately available

Club Welfare Officer

Provide a single point of contact in the club for safeguarding matters and assist the RFL to fulfil its responsibilities to safeguard children and young people at club level & to implement its Safeguarding Plan at club level:

- To be the first point of contact for staff, volunteers, parents, children and young people where concerns about children's welfare, poor practice or child abuse are identified.
- To liaise with the RFL Safeguarding Officer
- To ensure the implementation of the RFL reporting and recording procedures
- Maintain contact details of local Social Services, Police and know how to obtain Local Safeguarding Children Boards
- Actively promote the RFL best practice guidance/code of conduct and ethics within the club
- Be part of the club management committee
- Promote and ensure adherence to the RFL Safeguarding training plan (support the training of coaches, officials and those in contact with children)
- Promote and ensure that confidentiality is maintained
- Promote anti-discriminatory practice
- Promote a child friendly club environment

General Manager

The lead role in organising the logistics of running the teams whilst in season. (It is NOT expected that this role will DO all of the below, but that they will coordinate these activities.) Working with the committee members and other key players to deliver successful, safe and efficient fixtures programme. This will include coordinating:

- Training facilities
- Home team match facilities for all teams
- Physio match requirements and main point of contact.
- Kit washing account set up & management
- Away trip logistics
- Communicating all meet times and transport details to key players.
- Arranging post match food for players and officials.
- Discuss and manage budgetary requirements with the management team
- Ensuring all players have paid subscriptions and completed membership forms

Match Day Manager

Provides management of the ground and a dedicated point of contact for external parties on home match days:

- Act as a "meet and greet" officer who shall liaise with visiting teams and referee/touch judges upon their arrival
- Provide a single point of contact for enquiries by visiting teams on match days until they depart the ground.
- Act as a touch-line steward in support of the officials whilst play is in progress
- Ensure the playing area is correctly prepared with flags, post protectors, boundary fencing and dug-outs
- Ensure the scoreboard is kept updating during the match

Marketing & Media Manager

Raises the profile of the club locally and nationally through information, publicity and promotion:

- Ensure the submission and distribution of press releases, articles, newsletters and reports internally and externally.
- Responsible for advertising the club, its activities and to highlight the work of volunteers.
- Create a local media contact list.
- Co-ordinate weekly match reports for all teams to be forwarded to local press.
- Invite local press and media to events.
- Ensure the club website is constantly updated and relevant.

Social Chair

Responsible for creating and implementing a cost effective social programme for the club, its players, members and supporters in order to enhance relationships:

- Plan and co-ordinate a programme of social events for the club and its supporters.
- Where necessary create subcommittees to run each event. Work closely with each organising committee to monitor progress.
- Co-opt appropriately skilled volunteers to assist in the organisation/running of an event.
- Ensure a final reconciliation of income and expenditure is produced for each event.
- Motivate members to attend club events.

Junior Chair

Responsible for the successful operation of the Club's junior section:

- Provide the point of contact for opposition junior teams, the competition coordinators, referees and parents
- Develop a competition structure with the RFL and local clubs
- Ensure training and match facilities are available for training and games
- Coordinate the Club's junior coaches
- Ensure all necessary policies relating to junior rugby are implemented and adhered to
- Report to the Management Committee on rugby matters and make recommendations on improvements / initiatives that need to be implemented.
- Be aware of all administrative procedures regarding player registration and eligibility.
- To agree a budget for the playing side of the club with the Treasurer and Chairman on an annual basis

Volunteer Coordinator

Recruits, inducts, trains, co-ordinates, informs, motivates and supports new and existing volunteers within the club:

- Assess the volunteering needs of the club
- Organise the induction and orientation for new volunteers
- Overview and support the training of volunteers
- Registration of the club with volunteering bodies / initiatives.
- Run recruitment campaigns.
- Ensure that the volunteers feel valued, needed and are recognised.
- Maintain awareness of RFL policies relevant to volunteers
- Work with the committee to ensure volunteer needs are in the development plan

